

FREDERICK COUNTY ETHICS COMMISSION

c/o Office of the County Attorney
Winchester Hall, 12 East Church Street
Frederick, Maryland 21701
(301) 600-2913
(301) 600-1161 (Fax)

REQUEST FOR APPROVAL OF OUTSIDE EMPLOYMENT

I. The Ethics Ordinance

Section 1-7.1-5(D) of the Frederick County Ethics Ordinance provides that Frederick County officials and employees shall not be employed by an entity that is (1) subject to the authority of the official or employee or that person's County division, agency, board or commission or (2) that has or is negotiating a contract with that person's division, agency, board or commission, except as permitted by the Ethics Commission. County officials and employees are not allowed to hold any outside employment relationship that would impair their impartiality or independence of judgment.

The Ethics Commission has the authority to grant exemptions from these conflict-of-interest provisions when the employment is disclosed or if it determines that the employment does not create a conflict of interest or the appearance of a conflict.

If you are a County official or employee and you are also self-employed or have another job that brings you within the scope of Section 1-7.1-5(D) and you wish to receive approval from the Ethics Commission for the outside employment, please complete this form and forward it to the above address. If you prefer, you may scan the completed form and email it, along with any attachments, to fcec@FrederickCountyMD.gov. You may also use this form if you are considering accepting a second job and want to obtain approval from the Ethics Commission in advance of taking the job.

II. Information regarding your position with the County

- A. Your name: _____
- B. Title or position: _____
- C. Name of the Division/Department/Agency in which you are employed:

- D. Your work telephone number: _____

- E. Provide a brief description of your County position: (If you wish, you may attach a copy of your position description instead.)

If more space is needed, check here _____ and attach a separate page.

Is a position description attached? Yes _____ No _____

- F. Name of your immediate supervisor: _____

- G. If you are a supervisor, please provide the following information:

1. Identify the positions that you directly supervise:

If more space is needed, check here _____ and attach a separate page.

2. Are any of the employees you supervise also supervisors?

Yes _____ No _____

If the answer to this question is yes, identify the positions that you indirectly supervise through those employees:

If more space is needed, check here _____ and attach a separate page.

III. Information regarding your outside employment

Note: If you have more than one outside job, you should submit a separate form for each employer.

A. Name of employer: _____

B. Business address: _____

C. Describe the nature of the business: _____

D. Describe your job duties:

E. To your knowledge, does this company do business with the Frederick County Government?

Yes _____ No _____

F. To your knowledge, does this company have a contract with your division, agency, or board or commission or is the company negotiating a contract with your division, agency, or board or commission?

Yes _____ No _____

If the answer is yes, describe the services provided (or to be provided) under the contract:

If more space is needed, check here _____ and attach a separate page.

G. Is the company subject to the authority of your division/agency/board or commission?

Yes _____ No _____

If the answer is yes, describe the nature of the authority:

IV. Additional information

If you have any additional information that you would like the Ethics Commission to consider, please provide that information below or attach a separate page:

Check here if you are attaching a separate page: _____

Signature

Date

November 2011